

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-373-89-09

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

1. FROM (Agency or establishment)

Defense Intelligence Agency

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

(b)(3)

3. MINOR SUBDIVISION

(b)(3)

4. NAME OF PERSON WITH WHOM TO CONFER

(b)(3)

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

11/16/89 [Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

9-11-89

(b)(3)

(b)(3)

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1420

Personnel Management Information System (PMIS). System provides personnel records for civilian employees and military personnel assigned to the Agency. System includes data on positions held, occupational specialities, education, training, personal information and a history of the employee's personnel actions while employed by the Agency. Data system supports the Agency's military and civilian human resource management programs.

A. Historical File - Transfer one copy of File to NARA at the end of FY 1990 for permanent retention. Subsequent Files may be destroyed when no longer needed for current operations.

B. Current File - Erase individual data elements in ~~fixed~~ fields when superseded. Transfer a snapshot to NARA for permanent retention at the end of each FY.

C. Systems Documentation in support of PMIS operations - PERMANENT - Transfer one copy to NARA with first transfer of related records and thereafter whenever the system and/or data

elements are revised.

- D 1. Output - TEMPORARY - All reports may be destroyed when no longer needed for current operations.

1422

Personnel Billet Information System (PBISA). System provides a maintenance and tracking system of the billet data for the Agency. System includes billet description data, budget codes, and General Defense Intelligence Program (GDIP) functional codes.

- A 1. Active (Current) File - TEMPORARY - Destroy when no longer needed for current operations.
- B 2. Output - (a) Joint Table of Distribution (JTD) Report (Record Copy) - PERMANENT - See Item 464 (N1-373-89-04).
(b) - All other hard copy reports - TEMPORARY - Destroy when no longer needed for current operations.
- C 3. Systems Documentation - TEMPORARY - Destroy when superseded, obsolete or no longer needed for current operations.

1424

Defense Intelligence Special Career Automated System (DISCAS). System provides an inventory and referral system for DoD General Intelligence Community and supports the DoD-Wide Intelligence Career Development Program. System includes personal data, work experience, education, training, awards, publications, narrative summary of work experience and record of considerations. (NOTE: DISCAS is administered by DIA but program responsibility rests with OSD).

- A 1. Current File - TEMPORARY - Destroy when no longer needed for current operations.
- B 2. Inactive File - TEMPORARY - Destroy when no longer needed for current operations or when 2 years old, whichever comes first.
- C 3. Output - (a) DIA Annual Review of Intelligence Career Development Program - PERMANENT - Transfer one copy annually
(b) Monthly Report of Personnel by Service and Referral Activity - TEMPORARY - Destroy when superseded or no longer needed for current operations.
- D 4. Systems Documentation - TEMPORARY - Destroy when superseded, obsolete, or no longer needed for current operations.

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the Defense Intelligence Agency." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>